



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I
FIVE POST OFFICE SQUARE SUITE 100
BOSTON, MASSACHUSETTS 02109-3912

November 2014

Dear Facility Owner/Operator:

The U.S. Environmental Protection Agency (EPA) invites you to a **free half-day** compliance assistance workshop on Emergency Planning and Community Right-to-Know Act (EPCRA) and Clean Air Act, Section 112(r) Risk Management Program (RMP). **These workshops are designed for new environmental compliance managers.** The workshop will cover threshold determinations, exemptions and other commonly asked questions. For compliance with EPCRA and RMP, there are various planning and reporting requirements on businesses and industries that store and/or use certain chemicals and materials.

EPCRA and RMP were designed to protect your business, your employees and your community should a chemical accident occur. The EPCRA data and Risk Management Plan better prepares emergency response personnel and the community to handle an incident should one occur. The RMP program requires the submission of a RMP plan and coordination with the Local Emergency Planning Committee (LEPC) prior to the storage of RMP chemicals above the threshold quantities.

Let us help you to make your business and community a safer place. EPCRA requires facilities having certain chemicals, with quantities as low as one pound, to submit annual chemical inventory (Tier 2) reports. For calendar year 2014, the reporting deadline is March 1, 2015. By attending a workshop, you could avoid an enforcement action under EPCRA resulting in penalties of up to \$37,500 per chemical violation, per day. Likewise, the Risk Management Plan helps to ensure the safe storage, use and processing of chemicals at a facility.

EPCRA & RMP Workshop Agenda

8:00(12:00) Sign-in & Network
8:30(12:30) Welcome & Overview
8:45(12:45) What is and how do I report an Extremely Hazardous Substances (EHS)
9:00(1:00) What must be reported on my Tier2 form
9:30(1:30) Reporting electronically via Tier2 Electronic Reporting Software
10:15(2:15) How do I use the "List of Lists"
10:30(2:30) Break
10:40(2:40) How does the new Global Harmonized SDS affect Tier2 Reporting
11:20(3:20) Who must comply with the CAA Risk Management Program?
Noon(4:00) Adjourn

Workshop Dates -- Please put a check mark next to the workshop you plan on attending.

____ January 14, 2015 – 8:30 AM-Noon- Manchester, NH Health Dept., 1528 Elm St. Manchester, NH
Carol M. Rines Center. Entrance in back of building.
<http://www.manchesternh.gov/Departments/Health/Contact-Health/Directions>

____ January 15, 2015 Noon- 4:00 PM- Rutland Free Library (Fox Room), 10 Court Street, Rutland, VT
<http://rutlandfree.org/locationdirections/>

PLEASE NOTE THE RUTLAND WORKSHOP IS IN THE AFTERNOON

To find out about other Tier 2 workshops in New England go to EPA's web calendar at www.epa.gov/region01/cal. For general EPCRA information, please call the EPCRA Hotline at (800) 424-9346. For information on Tier 2 reporting requirements visit www.epa.gov/emergencies/content/epcra/tier2.htm#tierii

Deadline: Please register **No Later Than Three Days Prior** to the applicable workshop date.

Name: _____ Company: _____

Address: _____

Phone: _____ Fax: _____ E-Mail _____

Please Email to: leonardi.nicholas@epa.gov

Please Note: You WILL receive an email confirmation of your registration.

Emergency Planning and Community Right-To-Know Act (EPCRA)

Reporting examples -- chemicals, items, substances, products and mixtures

Acids/Caustics	Gasoline/Diesel Fuels
Ammonia (gas & solutions)	Heating Oil
Antifreeze	Liquefied Natural Gas (LNG)
Asphalt	Metals/Alloys
Batteries (forklifts, generators)	Paints
Cement/Sand/ Flyash	Pesticides
Chlorine/Hypochlorite	Propane
Cleaners/Degreasers/Solvents	Refrigerants (ammonia; R22;R56)
Compressed Gases (O2; H2; CO2; N2)	Hydraulic fluid
Fertilizers	Lubricants

Typical industry and business sectors that have EPCRA reporting requirements

Auto Body	Metal Fabrication
Bioengineering	Metal Plating
Bus Companies	Oil/Gas/Propane
Chemical Formulators	POTWs/Water Treatment Plants
Camps	Pharmaceuticals
Cold Storage/Ice Manufacturing	Plastic Manufacturers & Processors
Colleges/Universities	Recreational Facilities
Construction	Recyclers
Concrete (ready-mix)	Refrigeration/AC
Electronics	Reformulators
Golf Courses	Repair/Service
Hospitals	Schools (Private)
Ice Rinks	Scrap Yards
Chemical Distribution	Waste/Disposal/Storage
Manufacturers	Warehouses/Distributors

Reporting Examples

- Most pesticides contain extremely hazardous substances and have Tier 2 reporting thresholds from 1-10,000 lbs.

- If you store more than 1,562 gallons of Heating Oil, you have exceeded the reporting threshold.
- A walk-in cooler or refrigeration system with more than 500 lbs of ammonia requires reporting.
- A facility with 500 lbs of nitric or sulfuric acid must report.
- If you use 100 lbs. of Hydrofluoric Acid (Hydrogen Fluoride).
- If you alter (cut, weld, grind, braze) more than 10,000 lbs of metal stock, your facility must report.
- If you sell or service industrial batteries that contain sulfuric acid, you may have to report.
- Contractors may have a reporting responsibility for construction materials on site.
- Owners, operators, or renters of warehouses may have to report.
- Bleaching/cleaning solutions containing sodium hypochlorite are reportable.
- If you have a total of 10,000 lbs (2,500 gallons) of Propane for heating or distribution, you must report.

The EPCRA Hotline (800) 424-9346

11/10/14